



**Providing Health and Human Services since 1967**

## **Available Positions**

### **ADULT BLENDED CASE MANAGEMENT**

#### **“HOT JOB” Adult Blended Case Manager (FT)**

Evaluates, determines and refers individuals to appropriate resources so they may live stable, safe, and healthy lives in a community of their choice. Will maintain a caseload in compliance with DBH standards and complete the registration process for new clients within a required timeframe, identify community resources and coordinate services to meet the client’s needs.

**Qualifications:** Bachelor’s degree from a four-year college or university in an acceptable discipline and one-year relevant experience. Must have knowledge of Microsoft Office (Word, Excel) and overall computer skills along with the ability to learn and use Electronic Medical Records (EMR).

### **ADULT OUTPATIENT SERVICES**

#### **Mental Health Professional - LCSW (FT)**

Provides counseling and case management services to adults with psychiatric and/or co-occurring disorders. Will develop, complete and maintain accurate medical clinical records including assessments, treatment plans, progress notes, case conferences, discharges and other clinical administrative documents and do so in a timely, organized manner. Provide clinical assessments and crisis management in consultation with supervisor, psychiatrist and/or treatment team as required. Make referrals to other Consortium units, outside agencies or support networks and follow-up on referrals to ensure continuity of care.

**Qualifications:** Master’s degree in the Mental Health field and three to five years related experience. LCSW or LPC licensure preferred. Possessing Case Management and resource skills for the Philadelphia area are a plus. Must have knowledge of Microsoft Office (Word, Excel) and overall computer skills along with the ability to learn and use Electronic Medical Records (EMR).

## **SEEDS OF HOPE**

### **Recovery Facilitator (FT)**

The Recovery Facilitator, in collaboration with the director, supervisor, community integration specialist and treatment team, offers hope and inspiration to people in recovery, helping them realize their dreams and build meaningful lives within their community. Excellent people skills will be used in Recovery Planning, supporting community integration to ensure exposure and inclusion, offering a variety of supports and encouraging personal wellness. Must have a willingness to be a mentor, motivator, skills builder and educator for people working toward success, in their recovery plans.

**Qualifications:** Bachelor's degree and at least two years of mental health direct care experience is preferred. General knowledge of Principles of Recovery and Psychosocial Rehabilitation and the ability to work a flexible schedule which may include evenings and/or weekends. Must have knowledge of Microsoft Office (Word, Excel) and overall computer skills along with the ability to learn and use Electronic Medical Records (EMR).

## **ADMINISTRATION/BUSINESS OFFICE**

### **Business Office Representative (FT)**

Primary responsibilities include managing all information related to services provided to individuals as it pertains to administration and billing. Position serves as the on-site lead for processes and issues related to billing information. Will register all individuals in the agency computer system, accurately and completely, process all data/forms related to registrations per agency policies and procedures on a daily basis. Will also interview individuals who are seeking services, clear suspense, and rejection billing.

**Qualifications:** Associates degree preferred or equivalent from two-year college or technical school and or six months to one year of related experience and/or training; or equivalent combination of education and experience. Understanding and competence with regard to information management and Billing systems is required. Must have the ability to effectively identify problems, will troubleshoot and resolve issues, be able to type 40-45 wpm, must have knowledge of Microsoft Office (Word, Excel) and overall computer skills.

### **Billing Liaison (FT)**

Coordinates all patient and insurance billings; Enters payments and provides analysis for various payers daily. Acts as backup liaison to unit directors and divisions in resolving client and third-party questions as needed. Works closely with responsible program staff to ensure accurate data entry as needed. Supports programs in elimination of suspense and rejection items related to billing and collectables daily. Processes insurance payments to patient accounts and completes variance analysis of other third parties, while verifying all entries made by other departments and makes billing and payments received monthly. Re-bills insurance companies or make corrections if necessary. After system generation of paper invoices, reviews the 1500 form for all payers for accuracy prior to submission for payment daily.

## **Billing Liaison continued...**

Submits all paper invoices to the appropriate carrier daily. The Billing Liaison will provide summary analysis of the statistics from various programs including summaries of admissions and discharges, service usage, billing detail, etc. daily. Support supervisor in the handling of the special projects to regulate back billing and service recovery as needed. Centralized support for programs in ensuring client liability is effectively managed and monitored to support revenue generation for services provided as needed.

**Qualifications:** Associate degree or equivalent from two-year College or Technical school; or six months to one-year related experience and/or training; or equivalent combination of education and experience.

## **CHILDREN'S BLENDED CASE MANAGEMENT**

### **Intensive Case Manager (FT)**

The Intensive Case Manager evaluates chronically mentally-ill children's needs and determines or refers them to appropriate resources to best integrate the child into the community. Will identify community resources and facilitate linkages with psychiatric, social, vocational, medical, housing, recreational, forensic, and drug/alcohol systems for the coordination of services to meet individual and family needs. Engages the child support network including family members and providers to assist in determining appropriate recommendations for continuity of care. Maintains caseload in compliance with DBH and Pennsylvania state standards. Completes all necessary documentation within the required timeframes.

**Qualifications:** Bachelor's degree from a four-year college or university in an acceptable discipline and one year's relevant experience. Must have knowledge of Microsoft Office (Word, Excel) and overall computer skills along with the ability to learn and use Electronic Medical Records (EMR).

## **CHILDREN'S OUTPATIENT**

### **Care Manager (FT)**

Primary responsibilities are to match individuals' needs with the appropriate services and resources; may find it necessary to provide support in multiple settings to include but not limited to home, schools, clinics, hospitals, other mental health care facilities and in the community. Will maintain and update the individuals' records, conduct thorough assessments of assigned individual's non-treatment needs within seven (7) days using the Strength Based Care Assessment (SBCA) tool. Also develop, implement and monitor the Strength Based Care Assessment plan (SBCP) in collaboration with the individual. Refer individuals to appropriate program(s), provide scheduling and outreach support as needed. Complete tracking of confirmation calls within 24-48 hours, reminding parents and/or guardians of their various appointments as needed. Assist with providing front desk coverage, preparation for groups and/or support with transportation as needed.

## Care Manager continued...

**Qualifications:** High school diploma and three (3) years of general clerical experience is required along with excellent grammar, spelling, composition skills, must be able to type 20-25 wpm. Must have knowledge of Microsoft Office (Word, Excel) and overall computer skills.

### **Mental Health Professional (FT)**

Implement therapeutic counseling for participants and their families within an outpatient setting and acts as a liaison between the program and the school staff personnel. Provide assessments, individual, family and/or group counseling and outreach to individuals. Develop and maintain complete clinical records including assessments, treatment plans, progress notes, case conferences, discharges and other clinical and administrative documents in a timely manner. Provide clinical assessments and crisis management in consultation with supervisor, psychiatrist and/or treatment team, as required.

**Qualifications:** Master's degree in the mental health field; and two to five years of related experience working with children/adults within a therapeutic setting and experience in biopsychosocial assessments and intake. Case Management and resource skills for the Philadelphia area. Knowledge of State/Local regulatory standards LCSW or LPC; licensure preferred.

## **FACILITIES**

### **Security Guard (FT and PT)**

The Security Guards perform routine security duties; both rounds and/fixed post. Will periodically patrol buildings and grounds of assigned facility, examine doors, windows and gates to determine that they are secure. Observes and reports irregularities such as fire hazards, leaking water pipes, and security doors left unlocked.

**Qualifications:** High school diploma or general education degree (GED); 1 to 2 years related experience and/or training; or equivalent combination of education and experience. Excellent communication skills, ability to read instructions and operate independently during assigned shifts. Must be reliable, demonstrate a courteous demeanor, provide consistent attention to details and maintain a high level of personal integrity.

### **Custodian (FT Mon-Fri 11am-7pm) and (Floater)**

Will perform cleaning and janitorial duties, maintenance, and minor repairs for assigned sites daily. Will assist in sanitation control, site safety and security. Will also maintain exterior grounds; cutting grass and weeds, mowing and trimming lawn and hedges, ensuring all trash is picked up and discarded properly. Will clean snow, ice and debris from entrances, sidewalks and exterior walkways as needed. Must also be responsible for maintaining an adequate level of custodial supplies and equipment and report supply needs for re-stocking orders and recommend equipment repairs to supervisor as needed.

**Qualifications:** High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

## **FAMILY BASED**

### **Counselor II (FT)**

Provide group, individual therapy and case management services to eligible children and their family members. Responsible for completion of treatment plans, progress notes per activity/and/or reports as required. Identify community resources to meet the needs of the individuals, travel to homes, schools and community locations to provide services. Provide a minimum of family and/or individual therapy weekly for each assigned family while providing ongoing case management, crisis and/or social intervention. Must demonstrate the ability to develop and maintain complete clinical records which include assessments, assessment tools (i.e., genogram, eco-gram and structural map, Modified

Family Assessment tool, screening tools) other clinical and administrative documents according to program standards and timelines.

**Qualifications:** Master's degree in Human Services, three years' experience working with children and adults in a therapeutic setting, strong analytical and problem-solving skills are required. Must have knowledge of Microsoft Office (Word, Excel) and overall computer skills along with the ability to learn and use Electronic Medical Records (EMR).

## **FUNCTIONAL FAMILY THERAPY (FFT)**

### **Therapist (FT)**

Provide intensive therapy to families with adolescent children using the clinical model of family therapy. Will service the entire family to create change and help increase positive behaviors. Engages and treats assigned caseload of 10-12 families in accordance with the FFT model. Enter all required documentation into the CSS system, including assessment data, weekly progress notes, Counseling Process Questionnaires (CPQ's) and outcome data assessments within the identified timeline for each event. Diligently follow-up on referrals making multiple attempts to initiate treatment; attempts to engage must be varied, including calls and visits at the home or known community locations. Will also participate in case consultations and collaterals as needed.

**Qualifications:** Master's degree in counseling psychology, social work education and/or related field. Four to ten years clinical background in counseling, social work and/or psychology. Must have knowledge of managed care. Must have knowledge of Microsoft Office (Word, Excel) and overall computer skills.

## **MEDICAL DEPARTMENT**

### **“Hot Job” - Child Psychiatrist**

Will provide up to 24 hours of outpatient psychiatric services including comprehensive evaluation, diagnosis and treatment of child and adolescent patients and families, including Medication Management as needed, working with a multidisciplinary team in a family centered program and outpatient clinic. May include intermittent coverage of adult patients, and supervision and support of therapeutic staff. Telehealth is a current modality of care and consultation and may be continued part-time over a longer period.

## **Child Psychiatrist continued...**

**Qualifications:** MD or DO degree, Board eligible/board certified. Pennsylvania medical license, current liability insurance according to state regulations and DEA Certification is required.

### **Certified Psychiatric Registered Nurse Practitioner (FT)**

Working within the Behavioral Health programs providing psychiatric evaluations and ongoing medication management; providing medication education, administration and support and consulting with supervisory psychiatrist, as necessary.

**Qualifications:** Graduate of an approved school of nursing and accredited nurse practitioner program; current and valid license as a Registered Nurse and certification as a CRNP by the Pennsylvania State Board of Nursing; evidence of continuing competency in medical diagnosis and therapeutics; must have current valid DEA certification and proof of professional liability, along with the ability to learn and use Electronic Medical Records (EMR).

## **MEDICATION ASSISTED TREATMENT (MAT) PROGRAM**

### **Nurse LPN (Licensed Practical Nurses) (PT)**

The selected candidate will prepare and dispense methadone for treatment of opiates addiction and provide nursing services to the Medication Assisted Treatment (MAT) unit. Revises and updates daily methadone dispensing records, provides nursing support to physicians by assisting with physical examinations, charts and all pertinent information processed by the nursing department.

**Qualifications:** Licensed in the Commonwealth of Pennsylvania with three to five years clinical experience to include dispensing medication within a substance abuse environment, knowledge of standards for medication assisted treatment, including Methadone, Vivitrol, and Suboxone.

### **Addictions Therapists (FT)**

The selected candidate will provide drug and alcohol treatment and case management services to individuals presenting with an addiction and/or co-occurring disorder. Work responsibilities to include, but not limited to, individual and group counseling services on a daily basis, meeting the required hours of direct service on a weekly basis, completing accurate/timely assessments and treatment plans, progress notes and other clinical documents as required. Will attend and participates in case conferences and make referrals to other Consortium units, outside agencies or support networks.

**Qualifications:** Bachelor degree or equivalent in an accepted discipline from an accredited college or university; and two years paid related experience and/or training; or equivalent combination of education and experience. Must have excellent skills in Microsoft Office (Word, Excel) and overall computer skills and be able to use Electronic Medical Records. Excellent oral and written communication skills. Knowledge of Manage Care.

## **MOBIL CRISIS UNIT-C.A.R.E. Community Advocate Response Engagement Team**

### **Certified Registered Psychiatric Nurse Practitioner (CRNP) (FT) 3 to 11 PM**

The Certified Registered Nurse Practitioner (CRNP) will provide psychiatric assessments, evaluations, and treatment within one's scope of practice, to individuals served by the Mobile Crisis team, Adult Outpatient services and other programs as needed. Provision of services will occur within the clinic, in the home of the individual(s) and community settings. Will provide treatment planning, treatment review and on-going medication management and coordinate services with primary/specialty providers and other services/disciplines to achieve optimal outcomes.

**Qualifications:** Graduate of an approved school of nursing and accredited nurse practitioner program; current and valid license as a Registered Nurse and certification as a CRNP by the PA State Board of Nursing; evidence of continuing competency in the area of medical diagnosis and therapeutics; must have current valid DEA certification and proof of professional liability, along with the ability to learn and use Electronic Medical Records (EMR).

### **Consumer Service Coordinator (FT)**

The Consumer Service Coordinator provides support to individuals in crisis and their families providing direct contact with individuals in the community to ensure support throughout the ongoing crisis stabilization process, by assisting in navigating the adult-serving systems, CRS, Hospitals, Mental Health Providers etc. Will support and follow through with the treatment team recommendations to meet the needs of the individuals and the families presenting with crisis and behavioral health issues, in a trauma informed manner.

**Qualifications:** High school diploma. One to two years' experience working within the behavioral health field. One to two years' experience performing administrative duties. Must be able to learn and use Electronic Medical Records (EMR). Have knowledge of Microsoft Office (Word, Excel) and overall computer skills.

### **Crisis Intervention Counselor (PT) Sat/Sun 7:00am-3:00pm, 3:00pm-11:00pm and 11:00pm-7:00am**

Provides meaningful counseling, helps individuals in need to develop coping strategies and facilitate supportive linkage to other agencies or community resources that can be of assistance to the individuals. The Mobile Crisis Intervention Counselor will speak with a member of the crisis team regarding mental health, addiction, trauma etc., either over the phone, in-person, in their homes or communities. Provide immediate access to "hands-on" crisis support through phone counseling, rapid and effective assessment and support, linkage to community resources, crisis prevention planning and follow-up. Will complete all documentation, including intakes, progress notes, medical charting, discharge plans and individual assessments.

**Qualifications:** Bachelor's degree in human services or a related field from an accredited college or university and with at least one year of clinical experience providing direct services to

## **Crisis Intervention Counselor (PT) continued...**

persons with a diagnosis of mental illness. Must demonstrate competence in assertive/aggression management. Work effectively as part of a team. Requires a valid driver's license in state of

residence and have an acceptable driving record. Must be able to learn and use Electronic Medical Records (EMR). Have knowledge of Microsoft Office (Word, Excel) and overall computer skills.

### **Certified Peer Recovery Support Specialist (PT)**

**7:00am-3:00pm and 10:00am-6:00pm**

Provides peer-based individual recovery support services; to those contemplating or actively seeking help with behavioral health and substance abuse use recovery. Able to engage in relationship building, identify emergency or crisis situations and facilitate access to appropriate resources. Assist in the development and enhancement of comprehensive individualized recovery plan and provide recovery education for every phase of the recovery journey.

**Qualifications:** Bachelor's degree (preferably in human services field i.e., social work, psychology, etc.), 2 + years' experience in behavioral health, mental health care or substance use recovery preferred and 2 + years' experience with direct client service preferred (employment or volunteer capacity). Must be able to ride in a vehicle for extended periods of time and walk to wherever it is necessary to perform assessments. Family Recovery Support Specialist certification and CPR certification required. Able to learn and use Electronic Medical Records (EMR).

## **RESIDENTIAL**

### **“Hot Job” - Mental Health Assistant (FT and PT)**

Provides supportive services to individuals living in a residential setting; teaches and monitors independent living skills needed to accomplish goals tailored with the individual's input. Monitors and document residents with self-medicating practices; assists residents according to their individual medication service plan. Completion of all required paperwork including daily progress notes, room checks, medication logs and other documentation as assigned.

**Qualifications:** Bachelor's degree with two years related experience and/or training is required for this position along with excellent people skills and be crisis prevention/intervention orientated. A valid driver's license and an acceptable driving record as well as current CPR and First Aid certification are required.

### **“Hot Job” - Residential Recovery Specialist (FT)**

The Residential Recovery Specialist will provide support, case coordination, crisis intervention and social/recreation services in a residential setting. Will provide assistance as a back-up to the site manager when needed, complete all service plans and psychosocial evaluations with the resident's input. Will establish and maintain effective communication with other programs and agencies involved with the resident's treatment and rehabilitation services. To troubleshoot medication concerns with the residents, supervisor, doctors, the intensive case managers.



## **Residential Recovery Specialist continued...**

**Qualifications:** Bachelor's degree preferred with two years of experience and/or training is required for this position or an Associates' degree or equivalent with five years related experience. A driver's license, current physical, CPR and First Aid certification are required. The scheduled shift is Tuesday – Saturday 10 AM a.m. to 6 PM.

## **SUPPORTS COORDINATION**

### **Supports Coordinator (FT)**

**Sign on Bonus, Flexible Schedule, Travel Reimbursement, and the opportunity to work remotely! Bilingual a plus.**

Candidate works with individuals with intellectual developmental disabilities and their families, will facilitate individual plan development, locate providers, coordinate, and monitor the provision of services and supports per individual support plans, with the ultimate goal of a successful integration of the individual into the community. The Supports Coordinator will also maintain consistent contact with the individuals and their family; identify individual needs in vocational, social, emotional, psychological, residential, cultural, legal, and environmental areas, using a person-centered process and will maintain accurate services notes in HCSIS, as required, to meet agency, local, state, and federal mandates.

**Qualifications:** Bachelor's degree from a four-year accredited college or university which includes or is supplemented by at least 12 college credits in Sociology, Social Welfare, Psychology, Gerontology, Criminal Justice, or other related social sciences. At least one-year related experience and/or training; or an equivalent combination of education and experience are required. A valid driver's license is required as position includes some local travel. Ability to speak, read and write in Spanish is a plus.

**All jobs' candidates must have a certificate of completion in the “Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania” on-line training requirements and successfully complete and pass all background checks.**

**Consortium Inc. is an Equal Opportunity Employer (M/F/D/V)**

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